



# **BANKI COLLEGE (AUTONOMOUS), BANKI**

## **TENDER PAPER & QUOTATION FORMAT**

**PROCUREMENT OF DESKTOP, LAPTOP, PODIUM, GREEN-CUM-WHITE BOARD, LCD PROJECTOR, WORKSHOP CHAIR & WATER PURIFIER**

**UNDER**

**Odisha Higher Education Program  
For Excellence & Equity (OHEPEE)**

**AT**

**Banki College (Auto.), Banki,  
Dist. Cuttack, Odisha**

**TENDER DOCUMENT NO.: BAC/OHEPEE/01/2021**

**DATED: 03/03/2021**

**ISSUED BY :**

**PRINCIPAL, BANKI COLLEGE (AUTONOMOUS),  
BANKI, CUTTACK – 754008**

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## **SCHEDULE**

<b>Tender No.</b>	<b>BAC/OHEPEE/01/2021</b>
Name & Address	Principal Banki College (Autonomous), Banki – 754008, Cuttack, Odisha
Scope of Work	Supply and Installation of Computers , Podium, Green-Cum-White Board, LCD Projector, Workshop Chair & Water Purifier
Quantity to be supplied	As per <b>Annexure-I</b>
Location of Supply & Installation	Banki College (Autonomous), Banki-754008, Cuttack, Odisha
Cost/ fee of Tender Documents	<ul style="list-style-type: none"><li>• Rs. 500/- (non-refundable) in the form of Bank Draft</li><li>• Tender documents can be downloaded from the college website i.e. <a href="http://www.bankicollege.ac.in/tender">www.bankicollege.ac.in/tender</a></li></ul>
Earnest Money Deposit	Earnest Money Deposit (EMD): 10,000/- (Refundable) by Bank Draft in favour of Principal, Banki College (Autonomous), Banki.
Date of issue of tender document	
Late Date for Submission of Bids	
Date of Opening of Technical Bids	
The sealed Envelop should be addressed to	Principal, Banki College (Autonomous), Banki, Dist., Cuttack – 754008
Mode of Submission	By Regd. / Speed Post
Contact Officer	<b>Coordinator, IDP,</b> Niranjan Routray Mob.: 9437196322 E-mail: <a href="mailto:routrayniranjan65@gmail.com">routrayniranjan65@gmail.com</a>
	<b>Dy.Coordinator, IDP</b> Ratnakar Das Mobile: 9777167116 E-mail: <a href="mailto:das.ratnakardas@gmil.com">das.ratnakardas@gmil.com</a>

**Signature of the Principal  
with Seal**

## **ELIGIBILITY CRITERIA**

The bidders who are desirous for supplying the instruments / equipments are required to fulfill the following conditions:

1. Must be registered under GST Act.
2. Should not have been blacklisted by any State Govt. / Central Govt. / PSU in India. A self declaration is required as per **Annexure-IV**.
3. Must have a valid PAN / TAN
4. If the bidder is an authorized representative / dealer of the OEM then the copy of the authorization letter is to be enclosed.
5. To submit audited Financial Statements and IT returns of the preceding 3 Financial Years.

## **BID SUBMISSION**

Steps to be followed for submission of bid:

1. Bidders are required to submit Separate Tender for different Equipments.
2. The bid shall be submitted in three parts, the EMD, Technical Bid & the Price Bid.
- i) **Earnest money Deposit (EMD):** Bidder has to submit EMD of Rs 10,000/- (Ten thousand only) in the form of Demand draft in favour of “**The Principal, Banki (Auto.) College, Banki**” payable at Banki. The EMD should be sealed in one envelope marked as “EMD”.

Earnest Money Deposit will not carry any interest. The EMD of unsuccessful bidders will be refunded on acceptance of the work order by the successful bidder. The EMD of successful bidder will be returned/adjusted as the case may be.

The bid not accompanying EMD is liable to be rejected.

- ii) The Technical bid sealed in another envelope marked as “Technical Bid” and shall contain
  - The bidder should supply the items as per technical specification mentioned in **Annexure I** (for Desktop, Laptop, Podium, Green-Cum-White Board, LCD Projector, nd Workshop Chair and Water Purifier.)
  - The bidder Details as per **Annexure II**, duly filled in, signed and complete in all respects. No alteration / modification in the format shall be permitted.
  - A self declaration that the tenderer has not been blacklisted by any State Government / Central Govt. / PSU in India as per **Annexure IV**.
  - (iii) **The Price bid** shall be sealed in an envelope marked as “**Price Bid**” and shall contain the price bid as per **Annexure III** (for Desktop, Laptop, Podium, Green-Cum-White Board, LCD Projector, nd Workshop Chair and Water Purifier.) duly completed in all respects.

Rate quoted should be inclusive of GST/all taxes, installation, and transportation. No price increase on account of change in tax structure, duties, levies, charges etc shall be permitted.

The three separate envelope containing EMD, technical bid and price bid should be sealed in one envelope and should be addressed as per tender schedule super-scribed as “Supply and Installation of Desktop, Laptop, Podium, Green-Cum-White Board, LCD Projector, nd Workshop Chair and Water Purifier, etc. at Banki College (Autonomous), Banki”.

## **GENERAL TERMS AND CONDITIONS OF THE BID**

**Note:** Bidders must read these conditions carefully and comply strictly while submitting their bids.

Bidder shall prepare the bid and submit it in a sealed envelope addressed to Principal, Banki College (Autonomous), Banki-754008, Cuttack, Odisha and send it through **Speed Post/Registered Post** only (no hand delivery will be entertained). Each envelope should bear the name of bidder, along with the tender number and quotation for. However, the authority shall not be responsible for postal and other delays in receipt of the bids.

1) Bidders are requested to check for any notice /amendment/ clarification etc. to the Tender Document through the website **www.bankicollege.ac.in/Tender** Notice board of the college address mentioned in tender schedule. No separate notification will be issued for such notice / amendment /clarification etc. in the print media or individually.

2) The Bidders should note that Prices should not be indicated in the Technical bid and should be quoted only in the Price Bid as per **Annexure III**. In case the prices are indicated in the Technical bid, the bid shall stand rejected.

### **3) OPENING OF TECHNICAL BID**

The Technical proposal will be opened on 26.03.2021 in the presence of the tender/Purchase Committee and representative of the bidders. This shall be followed by Price bidding. No separate intimation will be given to the bidders in this regard.

### **4) EVALUATION PROCESS**

Technical proposals will be evaluated on the basis of compliance to eligibility criteria, technical specification, and other terms & conditions stipulated in the tender document. Price bids will be opened only of those bidders who qualify in the technical evaluation. The Committee reserves the right to reject any or all the tenders without assigning any reason thereof.

5) **Award of Contract:** Price bids with lowest price quotation for the assignment (as per **Annexure-III**) will be considered for negotiations and award of contract. However where there is tie between bidders in lowest evaluated package price, the person having highest financial turnover in the preceding 3 financial year will be given preference.

6) **WARRANTY:** The instruments/Equipments will remain under warranty as per the specification of the company from the date of supply.

7) The bids not submitted in prescribed format or in prescribed manner, shall be rejected by the committee at the risk and responsibility of the bidder.

8) All the information as called for in the tender document should be submitted truly, clearly, legibly, transparently, unambiguously and without using abbreviations.

9) In the financial bid the total figures should be written in figures followed by words.

10) Each page of the tender document should be signed by the bidder with seal, in token of having understood and accepted the terms and conditions of the contract and serially numbered and page marked.

- 11) A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders.
- 12) The Tendering Authority reserves the right to accept any bid, and to annul the bid process and reject all bids at any time prior to award of contract, without assigning any reasons & without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the action.
- 13) All the transit risks shall be the responsibility of the supplier.
- 14) All the disputes shall be subjected to the jurisdiction of Civil Courts situated in Banki, Cuttack- 754008.
- 15) Any matter which has not been covered under these provisions shall be governed as per the provisions of Odisha State Government Rules.
- 16) If the firm dishonors the contract, the earnest money deposited shall be forfeited and the tender may be entrusted to another firm. In this regard the decision of the Committee is final and binding on the tender. Any notice given by one party to the other pursuant to this contract shall be sent in writing to the Principal, Banki College (Autonomous), Banki, Cuttack-754008, Odisha.
- 17) **Supply of Computer/items/goods** must be supplied and installed within 10 days of issue of order / acceptance of tender.
- 18) **Payment Terms:** All payments will be made within 30 days of submission of invoice, based on completion of respective terms and conditions. TDS will be deducted as per the rules. The invoice will be raised in favor of the Principal, Banki College (Autonomous), Banki, Cuttack – 754008.

**Signature of the Principal  
with Seal**

## **EVALUATION & AWARD OF CONTRACT**

- I. The College committee will examine & determine whether each bid is of acceptable quality, is generally complete & is substantially responsive to the bidding documents.
  - a. A substantially responsive bid is one that confirms to all the terms, conditions and specifications of the bidding documents without material deviations, objections, conditionally or reservation. If a bid is not substantially responsive, it will be rejected.
  - b. In case of tenders containing any conditions or deviations or reservations about contents of tender document, College may ask for withdrawal of such conditions/ deviations / reservations. If the bidder does not withdraw such conditions / deviations / reservations, the tender shall be treated as non-responsive.
  - c. College's decision regarding responsiveness or non-responsiveness of a tender shall be final and binding.
  
- II. Principal, Banki College (Autonomous), Banki will issue **LoA** (Letter of Award) to the successful bidder by a Registered Letter / Speed Post or per bearer. Duly signed and stamped duplicate copy of **LoA** has to be returned by the successful bidder within 7 (seven) working days of receipt of LoA as token of acknowledgment.
  
- III. Work order / Notice of award will be issued by the college only after receiving the acknowledged LoA from the successful bidder.



**ANNEXURE-I****(I) QUOTATION FOR: Desktop**

<b>Sl no.</b>	<b>Components</b>	<b>Specifications</b>
1	Processor	CPU: 10th Gen Intel® Core™ i7-10700F processor (6-Core, 12MB Cache, 2.3GHz to 3.8GHz, 35W)
2	Mother Board and Chips	Intel H 370 Chipset base OEM based mother board Support for PCI Express X16 Graphics Port Expansion Graphics slot total 4 PCI series slot with at least 1 PCI ex16 slot
3	Operating System	Windows 10 Pro for business (64bit)
3	Memory	RAM: 8GB, 8Gx1, DDR4, 2933MHz non-ECC
4	Video Controller/Graphics	NVIDIA® GeForce® GT™ 730 2GB GDDR5 or AMD Radeon™ Graphics
5	HDD/HDD Controller	1 TB, 256 SSD or better
6	Network Controller and HBA	LAN Port: Integrated onboard Ethernet controller 10/100 mbps
8	Chassis options	5480 AIO 23.8" FHD 1920x1080 IPS Non-Touch Anti-Glare, Camera, Integrated Graphics, Bronze 155w PSU
7	Security	TPM: 1.2
8	Wireless	Intel Wi-Fi 6 AX201, Dual-band 2x2 802.11ax with MU-MIMO + Bluetooth 5.1
9	Wireless Driver	Wireless Driver, Intel® WiFi 6 AX201 2x2 (Gig+) + Bluetooth 5
8	Monitor	28" TFT Resolution: 3840x2160 with internal speaker
9	Optical drive	DVD RW drive
10	Driver/Software Utility	Pre-installed windows 10 professional 64bits and Mother Board Driver
11	UPS	1KVA ( 30minutes back up)
12	System Chassis	As required
13	Key Board	Wired key board USB
14	Mouse	Optical scroll mouse
15	Interface	1 Serial, 1 Parallel, Minimum 8 USB ports with at least 4 USB 3.0
16	Audio	Integrated Audio controller
17	Brand	HP, ACER , DELL, LENEVO
18	No of items	8
19	Warranty	3 Years onsite

**(II) QUOTATION FOR: Laptop**

SI no.	Components	Specifications
1	Processor	CPU: Intel 10 <sup>th</sup> Generation
3	Operating system	Windows 10 pro 64 bit
2	Memory	RAM: DDR 8Gb 2400mbz
3	Video Controller/Graphics	NVIDIA® GeForce® GT™ 730 2GB GDDR5 or AMD Radeon™ Graphics
4	HDD/HDD Controller	1 TB SSD or better,
5	Network Controller and HBA	LAN Port: Integrated onboard Ethernet controller 10/100 mbps, Intel Wi-Fi 6 AX201, Dual-band 2x2 802.11ax with MU-MIMO + Bluetooth 5.1
6	Screen Size	13.3" Resolution: 1920 x 1080 IPS, anti-glare, 1000 nits
7	Optical drive	DVD RW drive
8	Driver/Software Utility	Pre-installed windows 10 professional 64bits and Mother Board Driver
9	Weight	Less than 1kg
10	Brand	HP, DELL, LENEVO, ACER
11	No of items	2
12	Warranty	3 Years onsite

**(III) QUOTATION FOR: Podium**

SI No.	Components	Specifications
1	Width	25 inches
2	Depth	18 inches
3	Height	48 inches
4	Material	Engineered Wood
5	Finish	Plain Laminated
6	Color	Light Brown
7	No of items	10

**(IV) QUOTATION FOR: Water Purifier**

SI. No.	Components	Specifications
1	Capacity	200 liters
2	Condition	Hot and cold
3	Features	Zero water wastage
4	No. of items	02

**(V) QUOTATION FOR: Green cum- White board**

<b>Sl. No.</b>	<b>Components</b>	<b>Specifications</b>
1	Type	Wall mount
2	Shape	Rectangular
3	Color	White & Green
4	Size	5 ft x 4 ft
5	Writing features	Both marker and Chalk
6	Number of items	12

**(VI) QUOTATION FOR: L C D Projector**

<b>Sl. No.</b>	<b>Components</b>	<b>Specifications</b>
1	Product dimension	32 x 26 x 12 cm
2	Hardware Interface	VGA, USB, HDMI
3	Resolution	HD
4	Number of items	2
5	Display technology	LCD
6	Screen Resolution	1280 x 720
7	Special feature	Speaker

**(VII) QUOTATION FOR: Workshop chair**

<b>Sl. No.</b>	<b>Components</b>	<b>Specifications</b>
1	Color	Black
2	Product dimension	48.3 x 66 x 109 cm
3	Primary material	Metal
4	Top material	fabric
5	Upholstery material	Metal or Fabric
6	Capacity	Standard

**ANNEXURE-II**

**DETAILS OF THE TENDERER**

<b>Sl.No.</b>	<b>Particular</b>	
1.	Name of the firm/ Agency / Company	
2.	Registered office Address & Complete postal address	
3.	Telephone Number & e-mail id.	
4.	Name of Authorized Signatory	
5.	Contact No. of Authorized Signatory	
6.	Type of Organization (Proprietary / Partnership Firm / Company)	(Bidder has to provide relevant documents establishing the fact that they are Partnership Firm / Company / Sole Prop.)
7.	Experience in business (No. of years) and Date of Establishment	
8.	G.S.T. Registration No.	
9.	PAN No.	
10.	Details of EMD (i.e. D.D. No. and bank details etc.)	D.D. No. _____ dated _____ Drawn from the bank _____

Date :

Place :

**Signature & Seal of the Bidder**

**ANNEXURE-III**

**PRICE SCHEDULE**

**List of Desktop Laptop, Podium, Green-Cum-White Board, LCD  
Projector, Workshop Chair & Water Purifier**

To  
The Principal  
Banki College (Autonomous), Banki,  
Cuttack – 754008 (Odisha)

Quotation for \_\_\_\_\_

Ref.: Tender No. \_\_\_\_\_ Dated \_\_\_\_\_

Sir,

I/We \_\_\_\_\_ hereby offer to supply the following items at the Specifications, prices and within the stipulated period.

Sl. No.	Name of the Equipment	Specifications	Make & Model	Qty. in Nos.	Unit Price (in Rs.)	Total Amount (Inclusive of all taxes, transportation and installation) (in Rs.)
1.						
2						
3						

**ANNEXURE-IV**

**SELF DECLARATION FOR NOT BLACKLISTED**

To,

**The Principal  
Banki College (Autonomous), Banki  
Cuttack – 754008 (Odisha)**

**Quotation For \_\_\_\_\_**

**Ref. : Tender No. \_\_\_\_\_, Dt. \_\_\_\_\_**

Sir,

**I / We \_\_\_\_\_ hereby  
confirm that our firm has not been banned or blacklisted by any  
Government organization / Financial Institution / Court / Public  
Sector unit / Central Government.**

**Date :**

**Signature of the Bidder**

**Place :**

**Name \_\_\_\_\_**

**Designation \_\_\_\_\_**

**Seal**